

## **Advocacy/communications associate – January 2018**

The Associate will amplify the impact and reach of projects and programs for TransitCenter, a civic philanthropy that pushes for reforming U.S. public transit and urban mobility. The associate will assist efforts to speed localities' embrace and implementation of TransitCenter's recommended policies, which range from updated bus networks to transit-supportive street design to increased transit agency transparency.

TransitCenter's advocacy activities are carried out with technical and financial assistance to organizations located in specific regions across the nation, many of whom carry out the day-to-day activities in their respective locations. Additionally, on New York City local issues, we are directly engaged in continuous coalition management, and play a sustained advocacy role directly at state, regional and local agencies such as the MTA and NYC DOT. Communications staff disseminates TransitCenter's positions and viewpoints via traditional and social media channels.

The Associate will be a relatively junior member of the team, with potential upward career mobility in future years based on performance.

Primary responsibilities, carried out in collaboration with senior management:

- Formulate and recommend advocacy strategies that will persuade relevant decision-makers to adopt TransitCenter's policy recommendations.
- Identify, develop and maintain mutually supportive relationships with allied organizations in selected cities. Take primary responsibility for selected external relationships as assigned.
- Assist communications team with message development and communications content and tools.
- Instigate press coverage of TransitCenter and its agenda and allies.
- Proactively link transit advocacy to organizations that have broader missions and values compatible with our own, such as social justice and environmental improvement.
- Design and track progress of TransitCenter's effectiveness, by describing our top policy objectives in terms of specific targets and monitoring achievements. Recommend mid-course corrections to initiatives as needed to produce the intended results.
- Periodically review, evaluate and nominate new cities, localities and organizations that are the most promising for TransitCenter's intervention.
- Assist in soliciting and evaluating grant applications from advocacy organizations TransitCenter may provide funds to.
- Occasional preparation of presentations, speeches and social media posts, on behalf of him/herself, other TransitCenter staff members, or the organization.
- TransitCenter's is a small organization, so the Associate will also be expected to play a hands-on role in operations such as staffing events and shouldering a portion of the organization's administrative and clerical duties.

### Education and Experience requirements

- Experience with and understanding of the role of local government and civic organizations in urban politics required. Some knowledge of transportation policy preferred, but motivation to learn more about it is more important.
- Bachelor's degree preferred. Candidates with emphasis in liberal arts (history, literature, etc) strongly invited to apply regardless of academic training in transportation, provided they have demonstrated personal interest in urban affairs.
- Must be currently authorized to work for any employer in the U.S.
- Position is full-time, based in New York City, with presence in office required. Some domestic U.S. travel may be required, likely not to exceed one-third of the Associate's working time.

### Knowledge requirements

- Excellent communication and organizational skills.
- Strong research, writing, and analytical skills.
- Project coordination experience preferred along with an ability to work independently and prioritize accordingly.
- Knowledge of Microsoft (MS) Office Suite including MS Word.
- Knowledge of utilizing social media desired.
- Must be flexible, congenial, curious, a team player, and able to work in an organizational environment where change is constant.
- English language fluency (reading, speaking, and writing) required.

Salary range for this position is \$55,000 - \$68,000. The benefits package will be described as part of the interview process.

To apply, please send a cover letter, resume, and writing sample attached as a single PDF to [jorcutt@transitcenter.org](mailto:jorcutt@transitcenter.org) by **February 16th, 2018**.

TransitCenter is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal, state or local law. Employment is on an "at-will" basis, meaning both the employer and the employee can terminate the relationship at any time. TransitCenter is incorporated in the State of New York, with its office located in the City of New York, and is bound by the employment statutes and regulations pertaining to those jurisdictions.